

Message

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**From:** Hoory, Matthew [hoory.matthew@epa.gov]  
**Sent:** 4/15/2021 11:22:04 PM  
**To:** Bumba, Lauren [bumba.lauren@epa.gov]; Moynihan, Colleen [moynihan.colleen@epa.gov]; Patterson, Leslie [patterson.leslie@epa.gov]; Canova, Judy [canova.judy@epa.gov]; Collier, Demaree [Collier.Demaree@epa.gov]; Sullivan, Sheila [sullivan.sheila@epa.gov]; Van Donsel, Terese [VanDonsel.Terese@epa.gov]; Blake, Leslie [Blake.Leslie@epa.gov]; Gielniewski, Margaret [gielniewski.margaret@epa.gov]; Poulos, Kelly [poulos.kelly@epa.gov]  
**CC:** Hoory, Matthew [hoory.matthew@epa.gov]  
**Subject:** Review of Invoice: I\_GSF0462M\_23164\_68HE0520F0029 (GEOS3 March 2021)  
**Attachments:** I\_GSF0462M\_23164\_68HE0520F0029.pdf; 1725\_summary table thru 03312021.xlsx; SSPA\_ProgressReport\_15Apr2021.pdf

Hello RPMs utilizing GEOS 3 support,

Everyone on the "To:" line of this email had some charges listed for the period ending **March 31, 2021**.

In short, after reviewing please reply to confirm whether:

\_\_\_\_\_ No exceptions are made to the invoiced amount of \$##,###.## for \_\_\_\_\_ Superfund Site

Or

*Indicate if there may be any potential questions or concerns such that the amounts invoiced should not be paid in full.*

*If you also noticed anything in the narrative or report tables that could be improved or better clarified, please include some brief comments on that in your email to me as well.*

Detailed instruction:

If charges are indicated under a project you manage under the attached subject invoice number, written confirmation of your invoice review is needed to:

1. Ensure the work has been reviewed prior to approving payment for the work.
2. Document that we are following proper invoice review procedures.

Please review both:

(1) the attached S.S. Papadopoulos & Associates (SSPA) invoice (file name: **I\_GSF0462M\_23164\_68HE0520F0029.pdf** ) for the detail of charges to each site you manage under the Hydrogeologic Support ("GEOS") contract

and

(2) the attached SSPA/Subterranean Research, Inc. (SRI) progress report (file name: **SSPA\_ProgressReport\_15Apr2021pdf** ) for the description of work performed at each of your sites and

(if you manage a site/project that shows costs incurred (i.e., any amount greater than \$0) in the subject period) provide an email\* to me within a week stating either:

\*[if **NO** activity occurred this period **AND \$0** was billed to your project(s), ***then no response is needed.***]

A) **No exceptions are made to the invoiced amount of [\$\$\$Enter Total Amount###. ] for [\_\_\_ Site Name / Activity] ]**

[if you manage multiple tasks/sites, you can list all in the same email] Please enter the amount and site that you are responding to; this provides a check on which period/ and invoice documentation you are responding to.

note: "exceptions" refers to potential issues that might be a reason to withhold any portion of payment, i.e. in accordance with "WA/TO/DO COR CHECKLIST FOR INVOICE REVIEW"

-OR-

B) Exception is taken to the invoiced amount as listed [Please identify issues as applicable]. If there are any charges about which you have a question or that you feel may be incorrect or questionable and should potentially be suspended or disallowed, please include that in your email.

*Please reply quickly and call me with any questions right away if there may be any potential questions or concerns, so it can be anticipated and looked into early, even if you do not have a complete explanation/identification of issue(s) ready yet, simply bring my attention to the item(s) early to let me know about the item that may be an issue.*

For further guidance on reviewing invoices see:

#### **EPAAG Subsection 32.9.1 Invoice Review and Invoice Review Guide**

The attached file ( **1725\_summary table thru 03312021.xlsx** ) summarizes the billings to your projects and remaining funding.

Thank you to everyone that replies timely to these messages each month. This is easier and means fewer or just one single email.

Best regards,

Matt

Matthew Hoory  
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